Tennessee Board for Licensing Contractors

500 James Robertson Pkwy., Nashville, TN 37243-1150; Telephone: 800-544-7693

Website: http://tn.gov/commerce/boards/contractors/ Email: Contractors.Home-Improvement@tn.gov or Chris.Bauer@tn.gov

REVISION - ADD CLASSIFICATION - Check-List (No Fee Required)

- ____If a trade exam is required and you have not taken, you may check the website for exam information. Some classifications do not require a trade exam; environmental specialties require "certifications" (see pages i vii of the detailed instructions for classifications requiring an exam or certifications). Exam information is available also in the "Candidate Information Bulletin" available online directly at: http://candidate.psiexams.com
 - The "Business and Law" exam is <u>not</u> required to be taken for a revision.
 - Tennessee has a trade exam waiver (reciprocal) agreement with several licensing agencies in: Alabama (except Plumbing); Arkansas (General); Georgia (Commercial); Louisiana, Mississippi, North Carolina (Commercial/Residential); Ohio (Electrical/Mechanical); and South Carolina. May submit the attached exam verification form [page 5] in lieu of re-taking trade exam.
- 2. ____Complete "Revision (Add Class) Application" [pages 1 and 2]. Be sure to check "HAVE or HAVE NOT bid"; list the qualifying agent assigned; and sign.
 - If you checked "HAVE bid", this is considered a violation of the law; please attach an explanation; may be notified by the Board that the revision has been held for six (6) months and/or a civil penalty may be assessed. May review the law under T.C.A. § 62-6-120.
- 3. ____Entities may designate a full time employee or officer as the Qualifying Agent (QA). If the QA does not have a majority ownership, must complete the "Power of Attorney" form, [page 3]. TCA § 62-6-115 and Rule 0680-1-.02
- 4. ____Send "Revision Add Classification" to board's mailing address: Contractors Board, 500 James Robertson Pkwy., Nashville, TN 37243-1150, and include experience information; copy of applicable trade exam score, training certificates, and Power of Attorney. Revision applications are <u>due at the end of the month</u>, prior to the Board meeting. The Board meets during the months of January, March, May, July, September and November. There is not a fee for this service. (If hand-delivering, our physical office location is at the Andrew Johnson Tower, 3rd Floor on 710 James Robertson Pkwy).
 - Revision requests must be approved by the Board at their regularly scheduled meetings. Do not contract until you receive approval. You may check the Board's website for meeting dates and approval status online at: http://verify.tn.gov/ Do not submit the revision with a renewal; send separately to ensure it goes to the revision section.
 - If the revision is needed prior to the next Board meeting, the contractor may qualify for an early review should they meet the "Hardship" criteria (see the website for this request form).
- _____Upon receipt of your revision request, the Board will notify you if additional information is needed. After the Board meets, you will be mailed a revised license; OR - If denied, a letter will be sent notifying you. If revising a license during renewal time, you may receive two (2) license certificates (renewal and revised).

NOTE: DO <u>NOT</u> SUBMIT REVISIONS WITH A RENEWAL!!



BOARD FOR LICENSING CONTRACTORS

No Fee Required

Mailing Address: 500 JAMES ROBERTSON PKWY NASHVILLE, TN 37243-1150

TELEPHONE: (615) 532-3981 or 800-544-7693 or FAX: (615) 532-2868

Note: Physical Address is at the Andrew Johnson Tower, 3rd Floor/710 James Robertson Pkwy.

REVISION (Add Class) - Application

LICENSE ID#000	License Expiration Date:/
LICENSE NAME:	
ADDRESS:(No Yes - 7 Telephone: () Cell: (_	The above is a new address)
Email:	
This is to request Board review to add the following	g classification(s):
Trade Exam Score: Attached; Reciprocity;	Not Applicable
As licensee, I []*HAVE or [] HAVE NOT bid of licensed. (If you checked "HAVE", please attach an experience of the second of th	or performed construction in which we are not properly explanation.)
(Owner/Officer Signature)	Date (Print Name of Qualifying Agent Designated)
*If you checked "HAVE bid" please attach an explanation!	
	nation <i>(page 4</i>); and copy of applicable trade exam scores
	RITE IN THIS SECTION ICE USE ONLY
Current Classification(s):	Monetary Limit:
Expiration Date: Exam(s) Taken: [] Exam(s) Not Required [] Training Certificate	/ / Score(s)://s Attached [] Increase Requested (see attached)
ADDITONAL INFORMATION NEEDED:	
LETTER SENT: REV RECD;ADD INFO	D;Other:
[] APPROVED FOR	
[] APPROVED UPON RECEIPT OF	
[] DENIEDREASON:	
Board Member: Da	ate:

Experience listed is provided on: __Qualifying Agent __Licensee's Business

_ _Both

Revision Synopsis - Experience Information (May supply attachment in lieu of this form)

1. Date: Job Name	Spec/ Contract Amount\$	
Type of Work:		
Location of Job:		
Name of Customer/Owner:		
Name of Entity/Individual Performing Work:	Month / Year	
2. Date: Job Name	Spec/ Contract Amount\$	
Type of Work:		
Location of Job:		
Name of Customer/Owner:		
Name of Entity/Individual Performing Work:	Month / Year	
3. Date: Job Name	Spec/ Contract Amount\$	
Type of Work:		
Location of Job:		
Name of Customer/Owner:	Date Completed: Month / Year	
Name of Entity/Individual Performing Work:		_
4. Date: Job Name	Spec/ Contract Amount\$	
Type of Work:		
Location of Job:		
Name of Customer/Owner:	Date Completed: Month / Year	
Name of Entity/Individual Performing Work:		
5. Date: Job Name	Spec/ Contract Amount\$	
Type of Work:		
Location of Job:		
Name of Customer/Owner:		
Name of Entity/Individual Performing Work:	Month / Year	

Equipment List (may attach list)
<u>Certifications/Licenses</u> (please attach copies; may attach list) □ Not Applicable
☐ Fire Sprinkler/NICET ☐ /Well Driller/TDEC ☐ Alarm Systems ☐ Medical Gas ☐ Other
Trade Exam Score(s)
☐ Trade Exam - Not Applicable; ☐ Score Attached ☐ Reciprocation Requested
Qualifying Agent Information (Individual Designated to Pass Exam and/or Supply Experience for Classification)
1. Qualifying Agent's Name: SS#
(Disclosure: Your SSN will be used for identification purposes only and will not be a part of public record.)
2. Date of Employment:; Does the new QA have Ownership?*NoYes%
3. Is the Qualifying Agent currently or have they previously been listed on another contractor's license? NoYes - Explain below. Note: The Qualifying Agent must be an owner to be listed on another license Currently listed on License ID#: Retired License ID#: Previously listed on License(s) ID#: Previously listed on License(s) ID#: 4. Does the new Qualifying Agent have any of the following? • Felony Conviction(s): No*Yes • Judgment Claim(s): • Litigation Proceedings: • Revocation/Suspension of License(s): No*Yes • Complaint History with the Board: *Be sure to attach an explanation on items marked "Yes". The Board requires disclosure of any felony convictions, claims of judgments, complaint court or legal arbitration proceedings, etc. (See T.C.A. § 62-6-118). Be sure to include a detailed explanation. If there are convictions, be sure include court documents, proof of probation release, certified background check, and reference letter from parole officer, etc The full Board will juc
and consider the circumstances, seriousness, and with the respect to time. Failure to submit this documentation will delay the review process license may be denied for these bases or for failing to disclose.
5. Does the new Qualifying Agent hold any other licenses with the State of Tennessee?NoYes
If yes, please list:
6. The Board will be notified within 10 days should the Qualifying Agent leave the company?NoYes
7
Signature of Qualifying Agent Date
FOR OFFICE USE ONLY POA - Received or N/A Removed from Prior License as QA or N/A Notify Prior Licensee to get new QA or N/A Write Letter for Add'l Information FOR OFFICE USE ONLY Check Complaint History Add to Name in RBS as QA Add to PSD as QA Other Other



A Power of Attorney for the Qualifying Agent is required if someone other than a majority owner takes the exam.

STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE BOARD FOR LICENSING CONTRACTORS 500 JAMES ROBERTSON PARKWAY

500 JAMES ROBERTSON PARKWAY NASHVILLE, TENNESSEE 37243-1150

(615) 532-3981 or (800) 544-7693 FAX or (615) 532-2868

Email: Chris.Bauer@tn.gov

POWER OF ATTORNEY

Know all that I,	Know all that I,, of, of, (County)				
(Owner	s/Officer's Na	ame)	(County)		
, of				_ do hereby	appoint
, of (State)	(License	Company Name	e)		
(Qualifying Agent's Name)	(T i	itle)	(Date of Employment)		
Above named is at least 18 years of age; a (QA) on the license entity's behalf by takin contractor's license. Pursuant T.C.A. §62 the licensee.	ng the exami -6-115, as ar	nations(s) and/on employee/office	or interview, as rec er, they have suffic	uired for a T cient knowled	ennessee Ige to bind
This designated qualifying agent (list the license ID or license name if you have qualifying agent leave the company, pursuanother individual must be designated to paconsidered invalid for such classification.	ıant T.C.A. §	62-6-115, the Bo	oard must be notif	ied within 10	days; and
Owner/Officer - Signature		Que	alifying Agent's Sig	ınature	
Affirmed, witnessed and subscribed before	e me this	day of		_, 20	
	My Comm	ission Expires: _			
Notary Public	·	·			
			- (Notary Seal)) -	
*List License ID# owner of one of the licenses to be listed as the		or company name.	If "currently" listed	, you must be a	a majority
owner of one of the licenses to be listed as the Affidavit, relative to complaints, felony conviction	QA for another ons, judgment	r license. Attach e s, etc., from currer	explanation, as direct nt and "prior" license	ted and the Co es.	ntractor's

For applicants who have passed the trade exam with a reciprocal state and requesting a waiver.

State of Tennessee



Board for Licensing Contractors 500 James Robertson Pkwy., Nashville, TN 37243-1150

00 James Robertson Pkwy., Nashville, TN 37243-1150 1-800-544-7693 Fax (615) 532-2868

 $Website: \ \underline{http://www.tn.gov/commerce/boards/contractors/} \quad Email: \ \underline{Contractors.Home-Improvement@TN.Gov}$

REQUEST FOR LICENSE VERIFICATION

Instructions to Applicant: Complete the "Applicant Information" section below and forward to the reciprocal State verifying the licensing information for a trade exam waiver. Return it to us by including it with your license application.

CONTRACTOR LICENSE APPLICANT INFORMATION							
License Name:							
Address:	City:		State:	State: Zip Code:			
Telephone: () -			Fax#: ()	-		
Contract Person: E-Mail Address:							
Signature:	Signature: Date:						
If you are licensed with one of the following the trade exam waived: Alabama – (Gene Mississippi, North Carolina (Residential/Control Nascla National Commercial trade example)	eral, Electrical, Resider commercial); Ohio (Elec	ntial, and HVAC); Arkansas ctrical; Plumbing; and HVAC	(General Contractin	g); Georgi	ia (Commercial); Louisiana;		
Instructions for Verifying State: The above name applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant.							
License Name:							
License ID#:	_ Date Issued:	Si	atus:Activ	e*/	nactive*Expired		
Expiration Date: Disciplinary Action:No*Yes *Does not qualify for exam waiver							
License Classification(s):							
Qualifying Agent's Name	Trade Exam Residential, Commercial, Electrical, etc.)	Exam Type (PSI, NAI, Experior, Block, NASCLA, In- House, etc.)	Exam Date	Score	Waiver (Endorsement; Prior to Exam;, Not Required, etc.		
Signature:	Title:			Date:			
State Agency:					-State Seal -		



Tennessee Department of Commerce & Insurance **Board for Licensing Contractors**

(Mailing Address): 500 James Robertson Pkwy. Nashville, TN 37243-1150

(615) 532-3981 or -800-544-7693 or FAX - 532-2868

Website: http://tn.gov/commerce/boards/contractors/

Email: Contractors.Home-Improvement@tn.gov or Chris.Bauer@tn.gov

NO FEE FOR THESE SERVICES

ADDING CLASSIFICATION(S) INSTRUCTIONS

In order to add a classification to your contractor's license, please complete the attached application. List experience, equipment and attach a copy of the applicable exam score. Revision requests must be received by the last day of the month, prior to the Board meeting. The Board meets in January, March, May, July, September, and November. (For example, a request received on June 30th would be reviewed at the July Board meeting.) This is in accordance of §T.C.A. 62-6-111.

In order for a request to be granted prior to the meeting, the "owner" of the project (person taking bids) may submit a hardship request in writing for the contractor, stating the hardship, bid date, details of the project and why they need this contractor to bid. The contractor's paperwork must be complete. Hardship request form is available at the website and must be considered an undue hardship on the owner and be in the best interest of the public safety and welfare to grant license.

The "Business and Law" exam is not required, unless classified as a restricted licensee (BC-A/r).

NOTE: T.C.A. § 62-6-120, prohibits a contractor from offering to engage prior to their license classification being revised. Revisions are approved by the Board at regular scheduled meetings. The staff cannot approve these requests. Make sure you have your approval in writing before bidding!!!

TRADE EXAMINATIONS REQUIRED FOR THE FOLLOWING CLASSIFICATIONS:

RESIDENTIAL BUILDING (BC-A) COMMERCIAL BUILDING (BC-B) INDUSTRIAL BUILDING (BC-C) RESID./SMALL COM. (BC-A&b(sm)) RESIDENTIAL/COMMERCIAL/and INDUSTRIAL COMBINED (BC) MASONRY (LMC)

MECHANICAL (CMC); PROC.PIP.(CMC-B) *PLUMBING (CMC-A)

**SPRINKLERS/FIRE PROTECTION (CMC-D)

HVAC/REFRIGERATION (CMC-C)

ELECTRICAL (CE) SEWER PLANTS - MU-B (BC-B)

See attached for complete listing of classifications!

*Plumbing and Mechanical require pre-approval to take the exam. Process Piping (CMC-B) may require full mechanical exam. (based on experience and certifications); please attach a detailed request for the type of work you plan to perform.

Please review the "Candidate Information Bulletin" for an outline, reference materials, pre-approval request forms for plumbing/mechanical and registration information or you may contact PSI at 800-733-9267 or you may schedule an appointment online www.psiexams.com. PSI cannot recommend which exam to take.

INSTRUCTIONS

- **Complete the attached revision form and mail to the Board address above**; (if hand-delivering, the Board's physical address is at the Andrew Johnson Tower, 3rd Floor/710 James Robertson Pkwy.)
- Do NOT submit Revision requests with renewal (to ensure it is not overlooked)
- If additional information is needed, you will be contacted
- Revisions are approved at the Board's regular meetings; no personal interview is required and upon Board approval, a revised license with the added classification will be mailed. May check on the website at: http://licsrch.state.tn.us/ after the Board meeting to check the updated status
- If the Board denies the revision, a letter will be mailed within two (2) weeks after the Board meeting.

(Page i)

Continued-

^{**}Fire Sprinklers require certification from the Division of Fire Prevention.

Tennessee Board for Licensing Contractors Contractor Classification Outline with Exam and Bidding Information

The following is an outline of classifications currently utilized by the Board and identifies whether there is a "Trade" test required from our list of examinations. Contractors are required to be licensed for projects \$25,000 or more. Please note, "Commercial" contractors are considered legal to bid any type of project, with the exception of the bidding law requirements under T.C.A. § 62-6-119 requiring electrical, plumbing, mechanical, HVAC and geothermal portions. Otherwise, the contractor must be classified to cover 60% of the project (see T.C.A. § 62-6-111(d) or subcontract to a properly licensed contractor for portions over \$25,000.

BC - BUILDING CONSTRUCTION - (*Test Required – BC Combined*)

The "BC" covers all areas of building and may perform residential, commercial and industrial, including any of the 33 building subcategories. Most commonly referred to as a "General" contractor; the law only defines "prime" and "subcontractor". In addition, may bid on projects other than as classified, except for the electrical, plumbing, HVAC.

A. Residential (BC-A) - (Test Required)

Residential building contractors are those whose services are limited to construction, remodeling, repair, or improvement of one, two, three, or four family unit residences, not exceeding three stories in height and accessory use structures in connection therewith. May also take a combined exam, such as BC-A,B or b(sm) or BC. Residential contractors may bid any of the 33 building subcategories, as long as it is "residential".

Limited Residential Restricted (BC-A/r) - No Test - Course at community colleges statewide

\$70,000 total project; no 10% bid tolerance; no joint ventures; cannot perform any of the 33 building subcategories, unless it is residential. Must take exams to increase limit or add classifications. (New rules in process of being drafted.)

B. Commercial (BC-B) - (Test Required) (May take a combined exam, such as "BC" or "BC-A,B", etc.)

A commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public, including residential construction with more than four (4) units or greater than three (3) stories in height. In addition, may perform any of the 33 building subcategories, as well as allowed to bid on all classified projects; must subcontract portions over \$25,000 to properly licensed contractors for electrical, plumbing, HVAC and geothermal. (See T.C.A. § 62-6-111(d))

b. Small Commercial (BC-b(sm) - (Test Required)

Same as above, but limited to obtaining a monetary limit of \$750,000. A small commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public. Must take the "BC-B" exam to increase. May also take a combined exam to include residential and or industrial. .

C. Industrial (BC-C) - (Test Required)

A contractor under this classification is authorized to bid on and contract for the erection, alteration, repair and demolition of buildings or structures used for industrial production and service, such as manufacturing plants. May also take a BC combined exam to cover all building trades.

BC BUILDING "SUBCATEGORIES" - (Trade test not required for five (5) or less of the following subcategories)

*A BC or BC-B contractor may bid and perform any of the 33 subcategories; a BC-A or BC-A/r contractor is limited to "residential" projects for these subcategories.

- 1. Acoustical Treatments (BC-1)
- 2. Carpentry, Framing and Millwork, etc. (BC-2)
- 3. Drywall (BC-3)
- 4. Floor Covering (BC-4)
- 5. Foundations (BC-5)
- 6. Glass, Window and Door Construction (BC-6)
- 7. Institutional and Recreational Equipment (BC-7)
- 8. Lathe, Plaster and Stucco (BC-8)
- 9. Masonry (BC- 9) LESS THAN \$100,000 (See "LMC")
- 10. Ornamental and Miscellaneous Metal (BC-10)
- 11. Painting, Interior Decorating (BC-11)
- 12. Roof Decks (BC-12)
- 13. Site and Subdivision Development (BC-13) *Note
- 14. Special Coatings and Waterproofing (BC-14)
- 15. Tile, Terrazzo and Marble (BC-15)
- 16. Insulation (BC-16)
- 17. Elevators, Escalators, and Dumbwaiters (BC-17)
- 18. Erection and Fabrication of Structural Steel (BC-18)
- 19. Concrete (BC-19)
- 20. Sheet Metal (BC-20)
- 21. Roofing (BC-21)
- 22. Conveyors (BC-22)
- 23. Sandblasting (BC-23)

*Building Subcategory Information

- ► A contractor with a commercial classification, **BC** or **BC-B**, is considered licensed to bid and perform "residential, commercial and industrial" building, any of the 33 listed building subcategories and any of the classifications, within their monetary limit.
- ► A contractor licensed to perform "roofing", their classification would appear as "BC-21" on their license, and would be licensed for roofing, only
- ► A contractor with a subcategory classification, such as "BC-21", may perform roofing on any structure (residential, commercial or industrial).
- ►A contractor with a "BC-A" (residential) classification, or "BC-A/r" could **not** perform roofing on a **commercial** Or **industrial** structure. May add roofing class by submitting a revision request; no exam for BC-A; Business and Law for BC-A/r would be needed.
- ► A contractor with more than five (5) subcategories, such as: BC-4,9,19,21,28,29; would be required to take the residential and commercial exam.

- 24. Golf Courses (BC-24)
- 25. Tennis Courts (BC-25)
- 26. Swimming Pools (BC-26)
- 27. Outdoor Advertising (BC-27)
- 28. Excavation (BC-28) *Note
- 29. Landscaping (BC-29)
- 30. Fencing (BC-30)
- 31. Demolition (BC-31)
- 32. Millwright (BC-32)
- 33. Irrigation (BC-33)

Specialty - For contacting where none of the above licensing classifications cover, the Board may assign a "Specialty" classification. A trade exam is not required for specialties; only the Business and Law. For example, a contractor who installs solar panels would be given the following classification: "S-Solar Panel Installations" and would cover residential, commercial and industrial structures or property.

Subcontractors - Those bidding directly to a licensed prime contractor and not the owner, are not required to be licensed as a contractor unless they perform electrical, plumbing, mechanical or HVAC work.

*Note - Check with the Department of Conservation and Environment (TDEC) for permit requirements

Other - BC or BC-B may bid any of the 33 building subcategories

LMC - LICENSED MASONRY CONTRACTOR - LMC (Test Required)

HC - HEAVY CONSTRUCTION (No Test - for HC for any of the HC subcategories)

A. Marine (HC-A)

(Wharves, Docks, Harbor Improvements and Terminals)

- B. Tunnel and Shaft (HC-B)
- C. Energy and Power Plants (HC-C)
- D. Dams, Dikes, Levees and Canals (HC-D)
- E. Mining Surface and Underground (HC-E)
- F. Oil Field Construction (HC-F)
- G. Oil Refineries (HC-G)

Heavy Construction Categories (Apply to All Areas)

- 1. Structural Steel Erection (HC-1)
- 2. Tower and Stack Construction (HC-2)
- 3. Foundation Construction, Pile Driving, Foundation Drilling, and Stabilization (HC-3)
- 4. Demolition and Movement of Structures (HC-4)
- 5. Clearing, Grubbing, Snagging and Rip Rap (HC-5)
- 6. Slipform Concrete Structures (HC-6)
- 7. Rigging and Crane Rigging (HC-7)
- 8. Welding (HC-8)

HRA - HIGHWAY, RAILROAD AND AIRPORT CONSTRUCTION (No Test – for HRA or HRA subcategories)

(Check with the Department of Transportation for federal highway contractor requirements)

A. Grading and Drainage (HRA-A)

Includes grading, drainage pipe and structures, clearing and grubbing.

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- B. Base and Paving (HRA-B)
- 1. Base Construction
- 2. Hot and Cold Mix Asphalt
- 3. Surface Treatment Asphalt
- 4. Concrete Paving
- C. Bridges and Culverts (HRA-C)
- 1. Painting
- 2. Repair
- 3. Demolition
- 4. Bridge Deck Overlay (Sealant)
- 5. Gunite
- 6. Cofferdam
- 7. Steel Erection
- D. Railroad Construction and Related Items (HRA-D)
- E. Miscellaneous and Specialty Items (HRA-E)
- 1. Traffic Safety
- (a) Pavement Markers
- (b) Signing
- (c) Guardrail and Fencing
- (d) Attenuators, signalization and roadway lighting
- 2. Landscaping

Includes seeding, sodding, planting, and chemical weed and brush control.

3. Pavement Rehabilitation

Includes pressure grouting, grinding and grooving, concrete joints, and underdrains.

- 4. Well Drilling *Note
- 5. Miscellaneous Concrete (Includes sidewalks, driveways, curb and gutter, and box culverts)

*Note - Check with the Department of Environment and Conservation TDEC) for their state permit requirements.

http://tennessee.gov/environment/permits/

MU - MUNICIPAL AND UTILITY CONSTRUCTION - (BC or BC-B Test Required for full MU or MU-B) Municipal and Utility Construction includes all supervision, labor, material and equipment to complete underground piping, water and sewer plants and sewer disposal, grading and drainage, and paving (unless restricted to specific areas named). A. Underground Piping (MU-A) (No Test for MU Subcategories) Furnish supervision, labor, material and equipment to complete all underground piping for municipal and utility construction (unless restricted to specific areas names). 1. Gas Distribution and Transmission Lines 2. Sewer Lines, Storm Drains, Rehabilitation and Structures 3. Waterlines 4. Underground Conduit B. Water and Sewer Systems (MU-B) - (BC or BC-B Test Required) * requires a BC-B or commercial or industrial trade exam to construct water and sewer plants. C. Grading and Drainage (MU-C) (No Test for MU Subcategories) - Includes grading, drainage pipe and structures, clearing and grubbing. *Note D. Base and Paving (MU-D) (No Test for MU Subcategories) 1. Base Construction (MU-D,1) 2. Hot and Cold Mix Asphalt 3. Surface Treatment Asphalt 4. Concrete Pavement 5. Miscellaneous Concrete (includes sidewalks, driveways, curb and gutter, and box culverts) MC/*CMC - MECHANICAL CONTRACTING (CMC Trade Test Required) (Subcontractors must be license) A. Plumbing and Gas Piping (CMC-A) - (Test Required) B. Process Piping (CMC-B) - (No Test) C. HVAC, Refrigeration and Gas Piping (CMC-C) - (Test Required) Subcontractors 1. Solar HVAC (Geothermal) – (Test Required – CMC-C) – D. Sprinklers & Fire Protection - (CMC-D) - (Test Required) **Note A contractor's license is E. Insulation of Mechanical Work (CMC-E) - (No Test) required for subcontractors performing Mechanical and F. Pollution Control (CMC-F) - (No Test) Electrical. G. Pneumatic Tube Systems (CMC-G) - (No Test) H. Temperature Controls (Pneumatic) (CMC-H) - (No Test) I. Boiler Construction & Repairs (CMC-I) - (No Test) ***Note - Check with Dept. of Labor for Inspections J. Fuel Gas Piping and Systems (CMC-J) - (No Test) *(A contractor with a "C" in front of the class, means they took the statewide certified trade exam after May, 1992. The Board is in the process of writing new rules to include.) E/*CE - ELECTRICAL CONTRACTING (Test Required for full CE) (Subcontractors must be license) A. Electrical Transmission Lines (CE-A,H) - (Test Required - High Voltage) B. Electrical Work for Buildings and Structures - (Test Required - full CE) C. Underground Electrical Conduit Installation (CE-C) – (No Test for Low Voltage – 70 volts) D. Sound/Intercom Systems, Fire Detection Systems, Signal/Burglar Alarm Systems and Security (CE-D) - (No Test) ***CE-D - Required for Low ****Note Voltage/up to 70 volts; must register with Alarm Systems Contractors Board); ****Note Check with Alarm contractors may be exempt from contractor's license (see § 62-6-135) the "Alarm Systems Contractors Board" at: E. Electrical Signs (CE-E) – (CE Test Required if more than 70 volts) http://tennessee.gov/commerce/ F. Telephone Lines and Ducts (CE-F) - (No Test Required; Low Voltage) boards/asc/ G. Cable T.V. (CE-G) - (No Test) H. Substations (CE-A,H) – (CE-A,H Test Required for High Voltage) I. Electrical Temperature Controls (CE-I) - (No Test) J. Fire Detection Systems, Signal and Burglar Alarm Systems and Security Systems with conduit and wiring above (70) volts require an electrical exam. (CE-J) - (CE Test Required) K. Roadway Lighting, Attenuators and Signalization - requires electrical examination. (CE-K) - (CE Test Required) *(A contractor with a "C" in front of the class, means they took the statewide certified trade exam after May, 1992. The Board is in the process of writing new rules to include.)

*S - Specialty/Environmental - (No Test; based upon experience, training and certifications)

A. Asbestos Material Handling/Removing (S-A or S-Asbestos)

B. Underground Storage Tank (S-B or S-UST)

C. Lead-Based Paint Abatement (S-C or S-Lead)

D. Hazardous Waste Removal (S-D or S-Hazardous

E. Air, Water or Soil Remediation (S-E or S-Remediation)

*Specialty for environmental classifications must submit environmental training certificates

Check with the Tennessee Department of Environment (TDEC) for certification and notification requirements at: http://www.tennessee.gov/environ ment/

*S-Specialty/Medical Gas Piping (S-Medical Gas Piping) - Certification Required

Installation, maintenance and repair work falling within the regulation of medical gas piping pursuant to Tennessee Code Annotated, Section 68-11-253. A. Medical Gas Piping Installer Certification Requirements.

1. The minimum qualifications for board certification are the qualifications for certification established by the American Medical Gas Institute (AMGI) or the Piping Industry Progress and Education Trust Fund (PIPE). A minimum of thirty-two (32) hours of training, with eight (8) of brazing.

*S - Specialty (Specified) - (No Test for "S" specialty classifications)

The Board reserves the right to depart from the classification system in appropriate individual cases, with no trade exam required; only the Business and Law exam. The following are examples.

S-Telecommunication / Cell Towers

S-Equipment Installation

S-Mold Remediation

S-Telecommunications

S-Solar Panel Installations

*Specialty is given to those classes not listed in the classification outlines of the rules. The above is an abbreviated list of specialties and does not include <u>all</u> specialty classifications assigned to contractors by the Board. These are usually given on a case-by-case basis.

Compilation from *Rule 0680.1--.16* and may be reviewed at the Tennessee Secretary of State's web address at: http://www.state.tn.us/sos/rules/0680/0680.htm or contact our office for a copy.

General Information

Contractor Definition - License Required

T.C.A. § 62-6-102. (1) "Commercial building contractors" are those contractors authorized to bid on and contract for every phase of the construction, direction, alteration, repair or demolition of any building or structure for use and occupancy by the general public; "Contracting" means any person or entity who performs or causes to be performed any of the activities defined in subdivision (3)(A) or (6); (3) (A) (i) "Contractor" means any person or entity who undertakes to, attempts to, or submits a price or bid or offers to construct, supervise, superintend, oversee, schedule, direct, or in any manner assume charge of the construction, alteration, repair, improvement, movement, demolition, putting up, tearing down, or furnishing labor to install material or equipment for any building, highway, road, railroad, sewer, grading, excavation, pipeline, public utility structure, project development, housing development, improvement, or any other construction undertaking for which the total cost of the same is twenty-five thousand dollars (\$25,000) or more; (ii) "Contractor" includes. but is not limited to, a prime contractor, electrical contractor, electrical subcontractor, mechanical contractor, mechanical subcontractor, plumbing contractor, and plumbing subcontractor; (iii) If the cost of a project exceeds twenty-five thousand dollars (\$25,000), "contractor" also includes a construction manager of any kind, including, but not limited to, a residential construction manager, construction consultant, architect, and/or engineer who conducts or provides any activity or service described herein other than normal architectural and engineering services. Pursuant § 62-6-112, There are nine (9) major construction classifications in which a contractor may apply for a license: (1) Commercial building construction; (2) Industrial construction; (3) Heavy construction; (4) Highway, railroad and airport construction; (5) Municipal and utility construction; (6) Mechanical construction; (7) Electrical; (8) Environmental and Special Construction; and (9) Residential Construction. Rule 0680-1-.16 lists the classification system for each of these, including 33 building subcategories (landscaping, roofing, excavation, etc.). Specialties are those where the Board may depart from the licensing system for projects such as: solar panel installation; communication/cell tower installation; audio video, etc.

Monetary Limit and Classification

Contractors are assigned a monetary limit, in addition to a classification on their license. Pursuant, T.C.A. § 62-6-111(4)(d) a contractor may bid a contract in a classification other than as licensed, as long as their classification covers 60% of the total project or if they have a BC or BC-B (commercial) classification. They would be required to subcontract to a properly licensed contractor for the portion over \$25,000, not under their classification. Electrical, mechanical, plumbing and HVAC, must be licensed as contractors to perform projects \$25,000 or more, and their license information, with the geothermal TDEC well driller subcontractor's license, must also be listed on the bid pursuant T.C.A. § 62-6-119.

Joint Venture Rule (0680-1-.11)

Allows two licensed contractors a means to combine monetary limit to perform a project. Must contract and permit in both licensed names.

Monetary Limit Rule (0680-1-13)

Allows a licensed contractor a 10% bid tolerance on monetary limit. Materials and labor is included as part of the project, unless provided by the owner.

^{*}Specialty for Medical Gas Piping requires certification

Bidding Envelope Requirements

The law states, name as licensed, license ID number, classification, and expiration date, is required to be on the outside of a bid envelope. The subcontractor for electrical, plumbing, mechanical and HVAC, as well as the geothermal well driller's TDEC, licensing information, must also appear, pursuant T.C.A. § 62-6-119.

If the amount of the subcontractor's portion is less than \$25,000, the law states subcontractor licensing information **MAY** be listed. Therefore, the Board for Licensing Contractors does not consider a violation of law for failure to list subcontractor information, when their portion is less than \$25,000.

Other Licensing for Projects Less than \$25,000

The Board regulates several professions. Please check our website for licensing programs for projects where the cost is less than \$25,000 for:

- Home Improvement
- LLE (Limited Licensed Electrician)
- LLP (Limited Licensed Plumber)
- Pre-Licensed Exam Course Providers

In addition, please check with the local municipality for their license, permit and inspection requirements.

Websites

Board for Licensing Contractors

(Valuable Resources for the Industry, Forms, Information and Updates on Law Changes) http://tn.gov/commerce/boards/contractors/

Department of Fire Prevention

(Fire Sprinkler, Codes Adoptions, Electrical Inspections) http://www.state.tn.us/commerce/sfm/

Alarm Systems Contractors Board

(Alarm, Security Systems, etc.)

http://tennessee.gov/commerce/boards/asc/

Department of Environment and Conservation

(Permits for Well Drillers (Geothermal), Excavation, Septic Tanks, Burning Law, etc.)

http://www.tennessee.gov/environment/

Department of Labor and Workforce Development

(Insurance, Boiler and Elevator Inspection Permits, Employment Laws, etc.)

http://www.state.tn.us/labor-wfd/tosha.html

Local Government Agencies

(City, County, Municipality, Codes Inspections, Permits, etc.)

http://www.tennesseeanytime.org/local/index.html

Law (Contractors – Title 62, Part 6; Fire Sprinkler – Title 62, Part 32; Electrical – Title 68, Part 102, etc.) http://www.michie.com/tennessee/

EXAMINATIONS

The Examination vendor for Tennessee is PSI. You may review their test information, for registration and study materials offered, from our website or at the following links:

Website of PSI (Online Registration)

http://candidate.psiexams.com/

"Candidate Information Bulletin" of PSI's Exam Information [pdf]

http://tn.gov/commerce/boards/contractors/

All candidates obtaining a new "Contractor's" license are required to take the "Business and Law" exam. The exam is open book and based upon the reference manual, "Contractor's Guide to Business, Law and Project Management" the Tennessee edition, published by NASCLA. Information on ordering the book is available on both of the above referenced websites. The contractor applicant may have an owner or a full time employee act as the Qualifying Agent to take the exam. The license is issued to the entity supplying the financial statement. Upon reviewing the classification outline, you may determine whether a trade exam is also required. The following are a list of tests offered by PSI:

TRADE EXAMS

BC-A - Residential Contractor Building

BC-B - Commercial Contractor Building

BC-b(sm) - Small Commercial Contractor (for projects less than \$750,000)

BC-C - Industrial Contractor Building

BC-A, B - Combined Residential/Commercial Contractor Building

BC-A, b(sm) - Combined Residential/Small Commercial Contractor Building

BC-B,C - Combined Commercial/Industrial Contractor Building

BC - Combined Residential/Commercial/Industrial Contractor Building

CE - Electrical Contractor

CE-A,H - High Voltage Electrical Contractor

LMC - Licensed Masonry Contractor

*CMC – Full Mechanical Contractor

*CMC- A - Mechanical Plumbing

CMC-C – Mechanical - HVAC/Refrigeration Contractor

**CMC-D - Mechanical - Fire Sprinklers and Fire Protection Contractor

NATIONAL COMMERCIAL EXAM

The NASCLA approved National Commercial Exam is acceptable by Tennessee for the BC-B classification.

NO TRADE EXAM/SPECIALTY CLASSIFICATIONS

Example: If a prime contractor (contracting directly with the owner) wants a license to install solar panels, the only exam needed would be the "Business and Law" in order to obtain a specialty classification.

*Plumbing Exam Pre-Approval – The (CMC-A) plumbing and full mechanical (CMC) exams require pre-approval from our office to take these exams with PSI. The pre-approval takes less than 3 to 5 days to approve candidates to take the exam, upon receipt of the completed experience verification form showing proof of three (3) years experience. This form is available in the exam bulletin or from our website at: http://tennessee.gov/commerce/boards/contractors/documents/PlumbingExpApprovalWeb.pdf

**CMC-D Fire Sprinkler contractors must also be licensed with the Division of Fire Protection at: http://tn.gov/commerce/sfm/index.shtml

Other exams offered by PSI are for our other licensing program professions: LLE (Limited Licensed Electrician) and LLP (Limited Licensed Plumber). These professions are not required to take the Business and Law exam and obtain a separate license. Contractors with a CE classification are exempt from the LLE; mechanical contractors with a CMC or CMC-A are exempt from the LLP license.

Reciprocation (trade exam waiver agreements) information and also "FAQ – Frequently Asked Questions" is available from our website at: http://tn.gov/commerce/boards/contractors/

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